

LEHMAN COLLEGE

Graduate Program
in
Counselor Education

SCHOOL COUNSELING
SCHOOL COUNSELING

STUDENT HANDBOOK

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General Information

Welcome to the Graduate Program in Counselor Education

Welcome to The Lehman College Graduate Program in Counselor Education. Our program has been developed to provide you with the instruction and practice experiences to develop knowledge, awareness and skills in order to prepare you to enter into the profession of school counseling. This graduate counselor education program focuses on developing your abilities to close achievement and opportunity gaps and to implement the American School Counselor Association's (ASCA) National Model for School Counseling Programs to ensure academic, career, college, emotional/personal, and social/cultural competencies for every K-12 students. Our high rate of placement of alumnae/i in school counseling positions around the metropolitan area; our 750 pre-service hours in pre-practica, practicum, and internship; and our state-of-the-art Counselor Education laboratory all demonstrate the quality and depth that we aim to provide to our school counselor candidates. We welcome you to join us in the journey to create transformative school counseling.

Purpose of this Student Handbook

The purpose of this handbook is to provide you with (1) General Information (2) The Counselor Education Program and your course of study (3) professional affiliations that will be of interest and importance to you and (4) Regulations and Policies of Lehman College. You will note that the Lehman College Bulletin (www.lehman.cuny.edu) is the official document for all students at the college.

This handbook, as well as the College Bulletin, will be updated periodically. Updates will be available on the website, and updated copies will be maintained for review in the Program Coordinator's office.

Department Information

The Graduate Program in Counselor Education is located within the Department of Counseling, Leadership, Literacy, & Special Education and within the Division of Education. The Department Office is located in Carman Hall B-20, and that is where all faculty members' mail boxes are located. If you need to leave a message for a faculty member, you may call the department office between the hours of 9 am and 6 pm at 718 960-8173. You may leave written messages for all faculty members in their mailboxes in Carman B-20.

Department Bulletin Boards are located outside of Carman Hall - B20. You will find IMPORTANT and UP-TO-DATE information on these bulletin boards, so get used to checking them. Faculty member's room numbers, tel. numbers and office hours will be posted there. Class schedules and room locations will be posted, as well as job opportunities, professional development workshops and other information of importance and interest.

The Department Secretary is Ms. Carmen Garcia, tel. 718 960-8173, email

Carmen.Garcia02@lehman.cuny.edu and the Office Assistant is Ms. Milagros Acevedo, tel. 718 960-8174, email milagros.acevedo@lehman.cuny.edu

The Division of Education's Purposes and Working Themes

Lehman College has designed its urban education programs around the following core purposes:

- Understanding difference and diversity as a foundation for learning and teaching
- Working collaboratively to create ideas that incorporate multiple perspectives
- Creating a place where human relationships are valued and nurtured
- Creating an environment responsive to change and need

Briefly stated, the four themes of Lehman's teacher and counselor education programs are:

- Building a Community of Teacher's and Learners
- Educating for Social Action
- Developing Human Capacity
- Attending to our Diverse Socio-cultural Context

Lehman College is dedicated to preparing teachers and counselors who are committed to students' learning; sensitive to students with special needs; caring about justice and equity; respectful of linguistic, cultural, and intra-group diversity; making a positive difference in the lives of their students; seeing students as having power over their own learning; and able to inspire a passion for learning.

Lehman's education programs seek to prepare teachers and counselors who will:

- Make a lifelong commitment to personal and professional growth and learning
- Work collaboratively with school colleagues, parents, and community organizations
- Seek out professional knowledge of current and innovative pedagogical theories and practices, including technological advances

The entire LUTE conceptual framework is available at www.lehman.edu/dean.edu/

Financial Aid and Scholarships

The Lehman College Financial Aid office in Shuster Hall is staffed with personnel to help with financial aid questions and forms. Visit the Lehman College financial aid/scholarship office in person in Shuster Hall, Room 205 or by phone at 718 960-8156 or on the web at www.lehman.cuny.edu/financialaid/ or www.lehman.cuny.edu/services/scholarships.html . The CUNY CAP program is open to all CUNY undergraduate alumni/ae with bachelor's degrees and provides a tuition remission and a stipend for working 20 hours a week in a counseling-related

office on a CUNY campus. Information on this program is available by calling the Financial Aid office or by calling CUNY CAP directly at 212 290-5709.

Technology

All School Counseling candidates **MUST have a LEHMAN email account and a Lehman portal account** to gain access to Blackboard and program, department, division, and campus announcements. **Lehman email accounts and portal accounts** are available free of charge for Lehman students from the Instructional Technology Center in person on the first floor of Carman Hall, via the Internet, or by phone at 718.960.7333. Technological competence is developed and expected for all students throughout the program, including word processing, e-mail, powerpoint, use of spreadsheets for data, use of the internet, Blackboard, and how to make on-line brochures and websites. The Information Technology Center is open to all students and personnel are available there to provide technical assistance.

Counselor Education Program

Introduction to the Graduate Program in Counselor Education

Lehman College offers a 48-credit Masters Degree graduate program in Counselor Education, with a focus in School Counseling. Graduates are eligible for School Counselor Certification in New York State and the School Counselor license in New York City. The Counselor Education program is part of the Division of Education, which is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program is fully accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP). Counseling students are also encouraged to pursue national board certification the National Board of Certified Counselors (NBCC). Counselor Education faculty and candidates collaborate in partnership with the pre-K-12 schools and agencies in the Bronx, New York City, lower Westchester, Rockland and Orange counties.

Counselor Education Mission Statement

The mission of the graduate program in Counselor Education is to develop culturally competent, caring, and qualified professional school counselors within a preK-12 urban educational framework.

We seek to create a climate and course of study that promotes the values and ideals described in the Division of Education Lehman Urban Teacher and Counselor Education (LUTE) conceptual framework. Our diverse student population is reflective of metropolitan New York City and its surrounding communities including Westchester, Rockland and Orange counties. Our curriculum represents our commitment to developing multicultural competencies throughout the program in order for our graduates to be prepared to deliver culturally competent services to a diverse population. We emphasize an integration of theory and practice as students develop their abilities to promote social justice and human rights advocacy in their scholarly, clinical practice and action research experiences.

Our commitment to ongoing program evaluation and growth assures that we will meet the needs of our students and provide them with an exemplary preparation for the real world of the professional school counselor in an urban setting.

Counselor Education Program Objectives

The program objectives have been developed through working within the Conceptual Framework of the Division of Education and are aligned with the Standards of the Council for the Accreditation of Counseling and Related Educational Programs. The chart indicating the correspondence of the LUTE Conceptual Framework, NCATE and INTASC standards and CACREP standards is available in the Office of the Department Chair.

The program objectives include developing in our school counseling candidates, the knowledge, awareness and skills reflecting the four main themes of the Lehman Urban Teacher/Counselor

Education (LUTE) framework: 1) to develop a community of school counselors, teachers, and learners; 2) to promote equity and success for all students and families in schools and communities; 3) to develop human capacity in schools and communities; and 4) to recognize and respect diverse sociocultural contexts in schools and communities.

School Counselor candidates will develop proficiencies in the following areas so as to be exemplary school counselors, serving a preK-12 urban population:

- Professional Identity as a counselor and as a school counselor, applying the Codes of Ethics of both ACA and ASCA;
- Social and Cultural Diversity, including an understanding of how to use evidence based counseling practices to respond to the equity needs of urban preK-12 students and to apply social justice advocacy and multicultural competencies in their practice;
- Human Growth and Development;
- Career and College Development;
- Helping relationships including theories and techniques for working with individuals groups and families relevant to school counseling;
- Group Work, including group theories, group development, group dynamics, group leadership, and methods and appropriate types of groups;
- Assessment competencies including an ability to understand and assume a leadership role and work in consultation with teachers and other professionals to respond to the needs of students;
- Research and Program Evaluation;
- Foundations of School Counseling, including developmental school counseling curriculum lessons; Contextual Dimensions of School Counseling; and Knowledge and Skill Requirements for School Counselors.

Specific objectives are outlined in every syllabus in the above courses in these areas and are available in the department office, Carman Hall B-20.

New Student Orientation

A new student orientation is held every September for candidates admitted to the program.

This meeting includes

- Introduce students to faculty members.
- Overview of our relationship with a) Education Trust National Transforming School Counseling Initiative and b) The College Board's National Office for School Counselor Advocacy.
- Presentation of pre-Practicum, Practicum and Internship requirements.
- Essential information regarding beginning course of study and assistance with any issues.
- Overview of the American Counseling Association (ACA) and its divisions and American School Counseling Association (ASCA), as well as New York State and New York City branches.
- Introduction to Chi Sigma Iota, Tau Chapter members and description of organization.
- Presentation of course sequence and rationale.
- Small group meetings regarding research and program evaluation and the minimum of 10 hour

ungraded group counseling experience requirement for EDG 705.

- Distribution of Handbook and Frequently Asked Questions packet.
- Questions and answers.

All newly matriculated students are invited to attend. If you cannot attend, please contact your advisor or the program coordinator to obtain the information covered during the orientation or to get any of your questions answered. It is your responsibility to obtain the Counselor Education Student Handbook and understand and abide by its contents.

Course Sequence in School Counseling

Following is the course sequence of the Counselor Education/School Counseling Program. The program and department faculty members as well as adjunct faculty members, students, and representatives of our constituencies, periodically review courses and the sequences. Any changes will be published in the revised handbook and will be posted on the web and available in the offices of the program coordinator and faculty advisors.

COUNSELOR EDUCATION/SCHOOL COUNSELING COURSE SEQUENCE

COURSE NUMBER	COURSE NAME	SEMESTER TAKEN	COMMENTS
700	PROFESSIONAL IDENTITY IN COUNSELING		required fall year 1
701	COUNSELING THEORIES & TECHNIQUES		required fall year 1
702	MULTICULTURAL COUNSELING		required spring year 1
703	HUMAN DEVELOPMENT IN COUNSELING		required fall year 2
704	CAREER COUNSELING		required fall year 2
705	GROUP COUNSELING		required spring year 1
706	ASSESSMENT IN COUNSELING		required spring year 2
707	PRACTICUM IN COUNSELING		required spring year 2
708	COUNSELING RESEARCH I		required fall year 3
709	LEADERSHIP, ADVOCACY, CONSULTATION...		required fall year 3
710	COUNSELING RESEARCH II		required spring year 3
732	ABUSE, VIOLENCE & CHEMICAL DEPENDENCY		required spring year 3
733	DEVELOPMENTAL COUNSELING		required fall year 4
743	INTERNSHIP IN COUNSELING I		required fall year 4
744	INTERNSHIP IN COUNSELING II		required spring year 4
745*	<i>SPECIAL EDUCATION TOPICS FOR COUNSELORS - IN DEVELOPMENT</i>		To be offered in spring year 4
electives*			
731	SEXUALITY COUNSELING		
735	FAMILY COUNSELING		
736	PARENTING IN DIVERSE FAMILIES		
737	COUPLES COUNSELING		
738	BRIEF COUNSELING WITH CHILDREN & ADOLESCENTS		
			*1 elective required prior to graduation

Class Schedules and Room Assignments

School counseling candidates must be prepared or be able to make arrangements to take Fall and Spring semester classes at either 4:00/4:15 pm or 6:00pm/ 7:05 pm beginning at the end of August and the end of January. Practica classes follow a slightly adjusted schedule to accommodate additional supervision time. Students are required throughout their course of study to spend some of their time each semester in a pre-K-12 setting. The course schedule for Summer Sessions varies, depending on the courses being offered. Some courses are offered with a hybrid component, meaning that some of the course material is covered through online and/or other out-of-classroom assignments. Advisors work with students to arrange a schedule that is compatible with student needs whenever possible. Although class schedules and room assignments are posted on the Lehman website, the most up-to-date information is on the Bulletin Board outside of the department office Carman B-20.

Faculty and Staff

The following faculty members provide instruction, advisement, and support to Counselor Education candidates:

Name	Location Carman Hall	Ext. 718 960-	Email
Faith Deveaux, Ph.D. Associate Professor Department Chair	B-20	8065/8173	faith.deveaux@lehman.cuny.edu
Tamisha Bouknight, Ph.D. Asst. Professor Clinical Coordinator	B-01	7305	tamisha.bouknight@lehman.cuny.edu
Stuart Chen-Hayes, Ph.D. Associate Professor Program Coordinator	B-01	7304	stuart.chen-hayes@lehman.cuny.edu
Laura Roberts, Ph.D. Asst. Professor	B-19	8119	laura.roberts@lehman.cuny.edu
<u>Office Staff:</u> Ms. Carmen Garcia Department Secretary	B-20	8173	carmen.garcia02@lehman.cuny.edu
Ms. Terri-Ann O' Meally Office Assistant	B-20	8174	Terri-Ann.Omeally@lehman.cuny.edu

Adjunct Faculty Members also teach courses and provide supervision and serve students in a variety of ways in the program. Their mailboxes are located in the main office, Carman Hall-B-20, and messages may be left for them by calling the department secretary at 718 960-8173. They may also be reached by through their email addresses, provided on their syllabi and available at the department website. All adjunct faculty members have been approved by the department as well as the Dean of the Division of Education and are appointed on an academic term basis. Every adjunct faculty member is provided with an adjunct orientation by the Program Coordinator and the faculty members that includes a program overview, the LUTE conceptual framework, the ASCA national model, the CACREP standards and the program objectives for their courses, a copy of the Handbook and other college and program material, invitations to all professional development activities, opportunities for travel and grants, invitations for full participation in program activities, including new student orientation.

The following are the adjunct faculty members in the program for 2009-2010:

William Cipriano, Ph.D.
Adjunct Assistant Professor

Minaz Fazal, Ph.D.
Adjunct Asst. Professor

Danielle Martines, Ph.D.
Adjunct Assistant Professor

Elliot Resnick, MA
Instructor

Accreditation

Lehman College is accredited by the Middle States Association for higher education programs and all programs in The Division of Education are accredited through the National Council on the Accreditation of Teacher Education programs (NCATE). The Counselor Education/School Counseling program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

Endorsement policy explaining the procedures for recommendation of students for credentialing and employment

In order to be a practicing professional school counselor in New York State, you must become certified by the New York State Education Department (www.nysed.gov). If you are seeking employment as a school counselor in other states, including New Jersey, Connecticut, or Florida, you must consult the State Education Department of that state and seek their certification. You will note that state certification is not national certification.

The Lehman College Master's degree program in Counselor Education meets the requirements for certification in New York State. Upon successful completion of this 48 credit Master's degree program in Counselor Education, a graduate of the program may apply to the New York State Education Department for certification as a school counselor. If you are beginning work as a professional school counselor at the completion of your Masters' degree program you should make an appointment with the Certification Officer, prior to graduation. The Lehman College Division of Education has a certification office, located in Carman Hall B-33, and the Certification Officer is Ms. Ruth Jordan. Her telephone number is 718 960-7240 and her email address is ruth.jordan@lehman.cuny.edu. Contact her directly to find out when certification advisement hours are scheduled. If one has applied to New York State on their own for the initial certification, known as "provisional" certification, and has worked for 2 years in the title, then you may be recommended by Lehman College when you apply for "permanent certification." This occurs after completing 2 years of employment as a school counselor. At that time a graduate should make an appointment with the Certification Officer to apply and be recommended for permanent certification.

The New York State Education Department permits a student in Counselor Education to apply for provisional certification for employment purposes after completion of 30 credits which includes the successful completion a Practicum. The person may then independently apply for NY State certification. The college only recommends Counselor Education candidates who have completed the 48 credit Master's degree program, and who have earned a minimum grade of B in EDG. 707, EDG. 743 and EDG 744.

Practicum and Internship Information

The School Counseling Practicum and Internship is an opportunity to gain experience in a full range of activities of the professional school counselor and the school counseling program at a school site where you will be working with students, parents and caregivers, teachers, administrators and educators. You will undertake your activities under the direct supervision of your on-site school supervisor and a Lehman College program faculty member. Students will develop competencies in a variety of professional activities that involve both direct and indirect services. The purpose of the practicum and the internship is for the graduate student to obtain training and supervision in the practice of professional school counseling.

For complete information regarding your practicum and internship requirements and for specific instructions and forms, see the Counselor Education Practicum and Internship Handbook.

Practicum and Internship applications and site information forms **need to be prepared in advance**. Check with your advisor and the Counselor Education bulletin board for further information and due dates. Students are **only** eligible to register for internship if prior program coursework requirements

have been met and the student has no incomplete grades. Students applying for internship must have completed Child Abuse and Neglect Prevention Training and Violence Prevention Training.

Practicum and Internship Standards

Following are the number of hours for practicum and internship that students are required to successfully complete prior to graduation. In order to be recommended for certification as a certified school counselor by Lehman College, students must obtain a minimum grade of B in practicum and internship courses.

The accrediting body for the Master's degree in school counseling programs is the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Lehman Graduate Program considers the specific types of didactic courses and the number of practicum and internship hours specified by CACREP, and as we prepare for accreditation, our program is aligned with these standards.

- ***Practicum requirements*** include a minimum of 100 hours of which 40 hours are of direct services and 60 hours are of indirect services. The practicum is an opportunity for students to engage, through observation and supervised involvement, in a range of activities of the professional school counselor. Students complete their practicum when they enroll in EDG. 707, Practicum in Counseling. Requirements must be fulfilled at an approved school site where appropriate on-site supervision is provided. All students are encouraged to complete additional hours when supervision is available.
- ***Internship requirements*** include a minimum of 600 hours of supervised clinical practice (300 hours each semester). Of these hours, 240 hours (120 hours each semester) are of direct services and 360 hours (180 hours each semester) are of indirect services. These hours are customarily completed over the course of two semesters when students are enrolled in EDG. 743 and EDG. 744: Internship in Counseling I and II.

The internship is the culminating experience in the Lehman College Graduate Program in Counselor Education in the Division of Education. Here you have the opportunity to integrate what you have learned from your coursework and classroom interactions with the knowledge, skills and awareness that you developed in your pre-practicum and practicum activities.

The practicum/internship shall conclude at the end of the Lehman College semester, unless other arrangements have been made for faculty and on-site supervision.

Attention must be paid to your immunization and fingerprinting records. All immunizations should be up to date including a current copy of a PPD Mantoux test. If you have tested positive for tuberculosis in the past, you do not need and should not have the PPD test performed again. Instead, have your doctor do a chest X-ray and submit the results of the X-ray reading.

School placements require fingerprinting, so if you have not already been fingerprinted, you must go to the Department of Education for fingerprinting. It is recommended that you do this during your first semester in the program. If you need a letter of introduction, see the program Clinical Coordinator, Prof. Tamisha Bouknight, in Carman Hall B-01, or the Professional Development Network Coordinator, whose office is in Carman Hall B-33.

Professional Associations and Affiliations

Chi Sigma Iota, Tau Chapter

The Lehman College Graduate Program in Counselor Education is a member of the Chi Sigma Iota (CSI) International Honor Society and our chapter is the Tau chapter. The records of Counselor Education candidates who have completed a minimum of twenty-four credit hours and have maintained a GPA of at least 3.5 are reviewed by the first, the CSI advisor and eligible candidates are then presented to all faculty members for consideration for an invitation into the honor society. The CSI induction ceremony is conducted annually at the end of the Spring Semester at the Division of Education LUTE honors reception. Dr. Faith Deveaux, the Program Advisor of Chi Sigma Iota, Tau Chapter sends out invitations in the spring and those so honored must complete an application at <http://www.csi-net.org/>.

National Center for Transforming School Counseling (NCTSC)

Lehman's Counselor Education program is one of only 30 programs nationwide to be a Companion Institution with The Education Trust's NCTSC. The NCTSC is a professional development clearinghouse for K-12 schools, districts, and city and state Departments of Education, as well as for Counselor Education programs seeking to transform how school counseling is practiced in urban, rural, and suburban school counseling programs. Lehman's Counselor Education program faculty members have worked closely with The Education Trust to transform the current school counseling program since 1999. The NCTSC's mission is: College Ready, Career Ready: Same Preparation. That is the goal of transformed school counselors: to ensure that all students receive school counseling program services K-12 that build their academic, career, college, and personal/social skills. Lehman's school counselor candidates and faculty work closely in the NYC-area K-12 schools to transform the school counseling profession and to ensure that K-12 school counseling programs play a key role in closing achievement, opportunity, attainment, and funding gaps for all students, particularly focusing on students who have not received equitable outcomes in schools: poor and working class students, students of color (particularly African American, Latino/a, and Native American Indian), students with disabilities, and students who are English Language Learners. Dr. Stuart Chen-Hayes coordinates the companion institution relationship

with the NCTSC and Lehman College.

The College Board's National Office of School Counselor Advocacy (NOSCA)

NOSCA is a partner with the Lehman College Counselor Education program, focusing on equity in college preparedness for all students. (<http://professionals.collegeboard.com/policy-advocacy/initiatives/counselors-teachers/nosca>)

Professional Organizations

All full time and all adjunct faculty members in the Counselor Education program have a professional identity and experience in the field of school counseling and all are members of one or more of the representative professional organizations.

American Counseling Association (ACA)

The professional organization that serves as the umbrella for all the counseling professions is the American Counseling Association (ACA) (<http://www.counseling.org>). The two publications which come with membership include the scholarly journal, *The Journal of Counseling and Development*, and the monthly newspaper *Counseling Today*. The American Counseling Association has divisions and branches addressing the needs and interests of specialized groups. Some of the ACA divisional membership organizations include the Association of Counselor Educators and Supervisors (ACES), the Association for Multicultural Counseling and Development (AMCD), and Counselors for Social Justice (CSJ). Information about the range of divisional associations is available on the ACA website, www.counseling.org.

In addition to the national organizations, New York State has an ACA state branch, the New York Counseling Association (NYCA) (<http://www.nycounseling.org/>),

American School Counselor Association (ASCA)

The American School Counselor Association (ASCA) (<http://www.schoolcounselor.org>) is the national professional organization for the professional school counselor and has a wealth of resources and membership benefits including the scholarly journal *Professional School Counseling* and the magazine *ASCA School Counselor*.

In addition to the national organization, ASCA has a state branch, the New York State School Counselor Association (NYSSCA) (<http://www.nyssca.org/>). the Education Trust's National

Professional Counseling Codes of Ethics

All School Counseling candidates are expected to follow the most recent American Counseling Association (ACA) (<http://www.counseling.org/resources/ethics.html>) and American School Counselor Association (ASCA) (<http://www.schoolcounselor.org/content.asp?contentid=173>) codes of ethics in all endeavors.

Professional Liability Insurance

All students are expected to carry professional school counseling student liability insurance while they are taking courses. Liability insurance is available to student members of the American School Counselor Association (ASCA) (www.schoolcounselor.org). ASCA student membership has an annual fee and automatically includes \$1 million of liability insurance for students/professional school counselors as part of membership benefits. For more information, visit www.schoolcounselor.org and click on "School Counselors & Members," then "Member Benefits & Info," then "Liability Insurance." A copy of the insurance limits coverage page are needed for all Lehman Counselor Education/School Counseling students each year and for every pre-practica, practicum, and internship course. Liability insurance is also available through the American Counseling Association (ACA), but the cost of the insurance is additional for students and professional counselors beyond the membership. For more information you may go to the ACA website (www.counseling.org).

Professional Certification

In order to be a practicing professional school counselor in New York State, you must become certified by the New York State Education Department (www.nysed.gov). If you are seeking employment as a school counselor in other states, including New Jersey, Connecticut, or Florida, you must consult the State Education Department of that state and seek their certification. You will note that state certification is not national certification.

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successful completion a Practicum. The person may then independently apply for NY State certification. The college only recommends Counselor Education candidates who have completed the 48 credit Master's degree program, and who have earned a minimum grade of B in EDG. 707, EDG. 743 and EDG. 744.

Additional program information may be found at

http://www.lehman.edu/deanedu/splservcsedu/pc_grad_cou.htm

REGULATIONS AND POLICIES

ADMISSIONS POLICY

- A. Complete and submit an application for admission. You may obtain an application by calling 718-960-8174 and leave your name and address and ask that a Counselor Education packet be sent to you. If you go to the Graduate Admissions Office for an application, be sure to request the Counselor Education essay questions along with your application. The program code for the Counselor Education program is TCE 248.
- B. Arrange to have your official undergraduate and graduate (if applicable) transcripts (copies are not acceptable) sent to the Graduate Admissions Office, Shuster Hall, Room 150, Lehman College, 250 Bedford Park Blvd. W., Bronx, NY 10468. Part of the admissions requirements includes documenting with your transcript an undergraduate G.P.A. of 3.0 or better (B average) on a 4.0 scale.
- C. Arrange for 3 letters of reference to be submitted to the Graduate Admissions Office specific to your potential for success in graduate school in the Counselor Education program and as a professional school counselor. It is strongly recommended that at least 2 of your references are from faculty members who know you and your work well. You may include a reference from a school-based or other employer or supervisor familiar with you and your work.
- D. Submit a current resume.
- E. If you are a New York State-certified teacher, submit a copy of your L.A.S.T. scores. If you are **not** a New York State-certified teacher, arrange to take and have submitted G.R.E. (Graduate Record Exam) scores from the Educational Testing Service.
(<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnextoid=b195e3b5f64f4010VgnVCM10000022f95190RCRD>).
- F. Submit five essay questions that total 1100 words as follows:
 1. What are your academic accomplishments, personal qualities, skills, and career goals that demonstrate why you will be an outstanding K-12 school counselor? In addition, discuss any items relevant to your graduate studies, including undergraduate academic discrepancies (500 words).
 2. What are important values for professional school counselors? (150 words)
 3. What specific experiences have you had in working with persons whose cultures differ from your own? (150 words)
 4. What experience do you have as a leader, advocate, and/or change agent in your school or community? (150 words)
 5. What can school counselors, as part of a school counseling program, do to close achievement and opportunity gaps that disproportionately harm children and youth of color and poor and working class children and youth? (150 words)

Please submit your completed application, 5 essays, transcripts from all the schools you attended, a current resume, and 3 letters of recommendation. If you are a certified teacher, , submit a copy of your L.A.S.T. scores. If you are not a certified teacher and have not taken the L.A.S.T., submit a copy of your G.R.E. (Graduate Record Exam) scores. For information on taking the G.R.E., go to (<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnextoid=b195>)

e3b5f64f4010VgnVCM10000022f95190RCRD).

Submit all of the above by March 1st to: Lehman College Graduate Admissions Office, 150 Shuster Hall, 250 Bedford Park Blvd. W., Bronx, NY 10468

RECRUITMENT POLICY SUPPORTING DIVERSITY AND MULTIPLE IDENTITIES

Our mission statement indicates that we are preparing our School Counseling candidates to be “prepared to deliver culturally competent services to a diverse population.” Our admission and recruitment efforts are reflective of the same commitment. We recruit and welcome applicants and candidates representative of the diversity and multiple ethnic and cultural identities of the Bronx, New York City and surrounding communities and our students are truly representative of a global society. A climate that serves a diverse student body is maintained throughout the program and, as indicated in the mission statement, “our curriculum represents our commitment to developing multicultural competencies throughout the program.” There are programs and staff on campus that also provide support services to our students, including the Tutoring Center, the Counseling Center, the Library, and the Career Office.

Faculty members and advisors attend the Graduate Open House every semester, sponsored by Lehman College and dedicated to reaching out to the diverse population of the Bronx and surrounding areas. Alumnae/i, site supervisors, and employers of our graduates are also ambassadors of our program, helping identify and refer potential candidates. Outreach and recruitment is also done through our undergraduate programs on campus, including through the Departments of African American and Caribbean Studies, Sociology and Social Work, and the Women’s Studies Program.

In-person interviews and group interviews are held with potential candidates in order to assess interpersonal skills and life experiences, so that test scores and GPA’s are not the only criteria for admission. Applicants who demonstrate potential for success, but may not meet all the criteria for admission may be conditionally admitted and through advisement and referral, efforts are made for students to succeed in the program.

COURSE REGISTRATION

Registration is a 3-step process. 1) First, school counseling candidates meet with an advisor, discuss their program of courses and requirements, and receive permission to take classes. These permissions are entered into the computer system by the advisor so that the student may register. **2) Next,** school counseling candidates register on-line (click the SIMS icon at www.Lehman.cuny.edu), entering the course codes for the classes they are going to take. **3) Last,** school counseling candidates pay for their courses and must have their bursar’s office receipt validated in Shuster Hall. Students who are receiving loans, **MUST** have their loans validated in order to attend classes. Students can visit the financial aid office if they need financial aid. **Payment or loan validation must be made prior to the close of the registration period or you will be dropped from your courses. You will then need to re-register and pay a late fee. All students must have a validated Bursar’s receipt prior to entering any class.**

NOTES:

- A. School Counseling candidates are advised to register during regular registration. Late registration occurs only at scheduled times during the first few day(s) of classes.
- B. Check the CLSSE department bulletin boards (outside of Carman B-20) and the Counselor Education/School Counseling Bulletin Board (across from Carmen B-02) for the most up-to-date course information.
- C. **No student may register without current immunizations.**

COLLEGE RETENTION STANDARDS

The Lehman College Graduate Bulletin outlines the requirements for maintaining matriculation. A student with a cumulative Grade Point Average (GPA) below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their GPA to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. A student with a Grade Point Average that remains below 3.0 at the end of the probationary period will be dropped from the College. Students may appeal to the Director of Graduate Studies.

Policies for Dismissal for non-academic behaviors

The Graduate Program in Counselor Education has a thorough and careful admissions process. Every attempt is made to identify qualified candidates who will be able to make a contribution to the profession of school counseling. Once a candidate is matriculated and prior to beginning coursework, the student is assigned a faculty advisor. Every semester students are evaluated. If there is any indication that a student is behaving in a way that is contrary to the Code of Ethics and Standards of Practice of ACA and/or ASCA (required reading in all first semester courses), the following actions will be taken:

- The full time faculty of the Counselor Education Program will meet every semester for the purpose of reviewing all first year students. Continuing students will be assessed by the Program Coordinator/Administrator through consultation with all faculty in order to determine if any serious concerns exist with regard to unethical or unprofessional behavior of any student.
- Any faculty member who is aware of a concern will notify the student as well as her/his faculty advisor. A discussion will be held and recommendations will be made for and with the student to address and correct the behavior. The Code of Ethics and Standards of Practice will be reviewed with the student.

- The faculty advisor will document all meetings with or pertaining to the student and the identified concerns and receive continual updates of the student's progress. The student will be advised of concerns and the process that leads to dismissal.
- The Clinical Coordinator will contact the site supervisor of any student about whom there is a concern in Practicum or Internship in order to determine and assess the trainee's behavior at the site.
- If the behavior of concern is not improved and/or the trainee does not meet the standards, the Counselor Education faculty will discuss the concerns and behavior, including the input and assessment of the site supervisor. A decision will be made regarding the need to remove the student from the program and/or to determine a further corrective action plan.
- If a corrective action is developed, it will be signed by the student and a faculty member. Copies will be given to the student, filed in the advisement book, and forwarded to the Department Chair, the Director of Graduate Studies and the Vice President for Student Affairs.
- If the student is to continue in the program with an implemented corrective action plan, the faculty advisor and one full time faculty member will meet with the student to present this information. These two faculty members will continue to monitor the behavior of the student and provide feedback to the student.
- If there is any uncertainty regarding a recommendation, the program coordinator/administrator may contact the ACA ethics committee for clarification.
- If the recommendation is that the student be dismissed from the program, the faculty advisor and one other full time faculty member will present the recommendation and the documentation to the department Chair, to the Dean of the Division of Education, the Director of Graduate Studies and the Vice President for Student Affairs in order to implement a course of action that follows Lehman College guidelines.

IMPORTANT DEADLINES:

APPLICATIONS FOR MATRICULATION

Fall Semester: Submit by March 1st

*Submit applications for matriculation to the
Office of Graduate Admissions, Shuster Hall 150.*

APPLICATIONS FOR GRADUATION

January Graduation	Approximately the first week of October
June Graduation	Approximately the second week of March
September Graduation	Approximately the second week of May

*See Semester Information Booklet for specific deadlines.
Submit applications for Graduation to Registrar's Office, Shuster Hall 105.*

WITHDRAWAL FROM CLASSES TO RECEIVE A REFUND

Fall and Spring Semesters

Prior to first day of class	100%
During first week of classes	75%
During second week of classes	50%
During third week of classes	25%
After third week of classes	No refund

Summer Semester

Prior to first day of class	100%
During first week of classes	50%
During second week of classes	25%
After second week of classes	No refund

*See Semester Information Booklet for specific deadlines.
Withdraw from a class in the Registrar's Office, Shuster Hall 114.*

WITHDRAWAL FROM CLASSES TO RECEIVE A GRADE OF "W"

Fall Semester	Approximately the eighth week of classes
Spring Semester	Approximately the eighth week of classes
Summer Semester	
Session I	Approximately the fourth week of classes
Session II	Approximately the fourth week of classes

*See Semester Information Booklet for specific deadlines.
Withdraw from a class in the Registrar's Office, Shuster Hall 114.*

ACADEMIC ADVISING

Academic advisement at Lehman occurs on two levels.

1. The graduate Studies Adviser, located in Shuster Hall, Room 275, provides information and advisement on college-wide academic policies and procedures such as appeals (except grade appeals), changes of grade, academic retention and probation, acceptance with conditions, academic standards, and transfer credit policies.

2. Each graduate program at Lehman has at least one faculty adviser to help you plan your program study. Consult your faculty adviser frequently for specific program-related information. You **MUST** consult your program adviser before registering each semester. If you wish to take a course in another department, however, you must get approval both from your faculty adviser and from the adviser of the department that offers the course you want to take.

Maintenance of Matriculation

If, in any semester, you are not enrolled in courses and need to maintain matriculation, you are required to register for *maintenance of matriculation* in the Office of the Registrar (Shuster Hall 114) and pay the appropriate fee in the Bursar's Office (Shuster Hall 031). You should register and pay this fee during the semester of absence. In the semester in which you receive your degree, you must be either registered in courses or maintaining matriculation. You are required to pay maintenance of matriculation in a summer session only if you are registered in no courses and expect to receive your masters degree in the following September. Students who have paid maintenance of matriculation do not have to pay the student activity fee or the Consolidated Service Fee. The maintenance of matriculation fee cannot be waived.

CONDITIONAL ACCEPTANCE

You may be accepted as a matriculated student having met most, though not all, of your program's requirements for matriculation. In this case, you will be given one or more conditions to fulfill, usually with a specific time limit. Fulfillment of these conditions is required in order for you to maintain matriculation. The Office of Graduate Studies monitors your compliance each semester.

GRADING POLICY

Grades recorded in the Office of the Registrar are the sole judgment of the instructor. You may not raise your grades by completing extra work after the final grade has been recorded. Occasional grading errors do occur, and these are corrected promptly when properly certified to the Office of Graduate Studies.

GRADE POINT AVERAGE

In order to remain in good standing, you must maintain a grade point average of at least 3.0 (*higher in some programs*).

ACADEMIC PROBATION

Low Grade Point Average

Graduate students whose cumulative Grade Point Average (GPA) falls below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their GPA

to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. Any student who has a Grade Point Average that remains below 3.0 at the end of the probationary period will be dropped from the College. To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Office of Graduate Studies.

Admission with Conditions

Students matriculated with conditions may be subject to more stringent academic requirements, including (but not limited to) the denial of the probationary period and the need to maintain a Grade Point Average higher than 3.0. Applicable conditions are set forth in the student's acceptance letter.

Unsatisfactory Academic Progress

A graduate student is deemed to be making unsatisfactory academic progress if he or she has accumulated more than two open grades (INC). INC grades in thesis and other culminating masters degree projects are not considered in determining satisfactory academic progress. Students placed on probation for unsatisfactory progress will be given a strict deadline for completing the open grades on their transcript. They also may be limited as to the number of credits for which they can register or may be prevented entirely from registering in any semester until letter grades are entered on their transcripts for the course involved. The INC grades in question cannot be made up after the assigned deadline. After that date, any courses remaining on the transcript with INC grades will be permanent and the work can never be completed. (See also INC Grades.)

Note: In order to receive Title IV Federal Student Assistance, a graduate student must meet at least the GPA required for good academic standing at the institution (3.0 at Lehman) and:

1. Not have attempted more than 150% of the credits normally required for completion of the degree;
2. Accumulate credits toward the degree equal to or greater than two thirds of the cumulative credits attempted at the institution.

INCOMPLETE GRADES (INC)

If you receive a grade of Incomplete (INC) in a course, you have one year from the time the grade was entered on the transcript to make up the work and have a change of grade submitted by the instructor. You must complete an INC grade received in a Fall semester, for example, before the end of the next Fall semester. If you don't or can't finish the coursework within one year, the INC grade will remain permanently on your record. It will not be changed to a failing grade and will not affect your grade point average. Permanent INCs may not be made up at any later date unless you successfully appeal for permission to do so. INC grades cannot be made up after you graduate even if the one-year limit has not expired. (See also Academic Probation.)

WITHDRAWAL FROM COURSES

When it becomes necessary or advisable to withdraw from a course, you must withdraw officially. Go with your bursar's receipt to the Office of the Registrar (Shuster 114) prior to the deadline published each semester in the Semester Information Booklet, to fill out the appropriate forms. If you cannot go to the office, write a signed letter to the Registrar stating your name, social security number, and the course(s) from which you want to withdraw (e.g. BIO 722) with the section number. This letter must be accompanied by a photocopy of your bursar's receipt. Whether or not you meet the deadline depends on the date of the postmark on your letter.

When this procedure is followed correctly, you will receive a grade of W for the course. Grades of W do not count against you and are not considered when your grade point average is computed. No faculty member or program adviser can withdraw you from any course.

After the deadline, you must appeal for withdrawal from any course through the Office of Graduate Studies.

An unofficial withdrawal occurs if you simply stop attending a course without completing the procedure just described. Any course from which you withdraw unofficially receives a grade of WU. Grades of WU are treated as failing grades and count against you in your grade point average.

Guidelines for Withdrawing from Courses

In Person

1. Go to the Office of the Registrar (Shuster Hall 114) prior to the published deadline. Be sure to have your Bursar's receipt with you.
2. Fill out the appropriate forms.
2. Be sure to check your record after approximately 1 week to see that your withdrawal have been processed.

By Mail

1. Prior to the published deadline, write a letter to the registrar stating your name, social security number, and the course(s) from which you want to withdraw (e.g. BIO 722) with the section number. A signature is required on your letter.
 2. Enclose a copy of your bursar's receipt (do not send originals).
 3. Send your letter with the copy of your bursar's receipt to:
 - Lehman College
 - 250 Bedford Park Boulevard West
 - Office of the Registrar
 - Shuster Hall, Room 114
 - Bronx, NY 10468
 4. Be sure to check your record after approximately 1 week to see that your withdrawal has been processed.
-

GRADUATION

In the semester in which you complete the last requirements for your masters degree, you must apply for graduation. Simply fill out the Application for Graduation by the deadline published each semester in the Semester Information Booklet and submit it to the Office of the Registrar in the Shuster Hall, Room 105. If you do not in fact complete all of the requirements for graduation by the date that you indicated, you must refile for graduation in any subsequent semester in which you anticipate completing the last of your degree requirements.

When graduation approaches, you must be registered as a matriculated student. You cannot graduate in a semester when you are not enrolled. If you are finishing your thesis, for example, or preparing for your comprehensive examination, you may not be registered in any courses. In this instance, you must register for maintenance of matriculation and pay the appropriate fee.

In order to graduate, any incomplete grades (INC) on your transcript must be resolved prior to the date of graduation. To resolve incomplete grades, you must either complete and hand in the missing work or, if the courses in question are not required for your degree, indicate to the Office of the Registrar that you do not intend to complete the work. If you choose not to make up the missing work, you will be required to sign a statement indicating your awareness that incomplete grades remaining on your transcript can never be changed to letter grades. This policy applies even if the course in question is not applicable toward the degree being awarded, and even in the one-year time-limit for finishing incomplete grades has not expired. The transcripts of graduated students are sealed at the time of graduation, and no changes can be made after graduation date.

In addition, you cannot graduate if the indication Z appears in place of a grade opposite any course on your transcript. The Z indicates that the professor did not submit a grade to the Office of the Registrar for the course in question. You are responsible to contact the professor or department chair to ensure that a grade is submitted.

GUIDELINES FOR APPLYING FOR GRADUATION

(Application deadlines are published each semester in the Semester Information Booklet)

1. Complete and submit the Application for Graduation (pink card), available from the Office of the Registrar (Shuster Hall 105), prior to the published deadline.
2. If you are registered for no courses in your final semester, register and pay the fee for Maintenance of Matriculation (See below).
3. Be sure to resolve any INC or Z grades prior to your date of graduation to avoid cancellation of your graduation.

Maintenance of Matriculation

You must be formally registered in any semester in which you fulfill any requirement for your

program. Requirements include, but are not restricted to, comprehensive examination, language examinations, and completion of the thesis. You must also be registered in the semester in which you receive your master's degree. If you are not registered for any courses in the semester in which you plan either to fulfill a degree requirement or to graduate, you must pay the maintenance of matriculation fee for that semester. You do not need to pay maintenance of matriculation in a semester if your only activity is completing an incomplete grade (INC), unless that semester is your semester of graduation.

IMMUNIZATION

Measles, Mumps, Rubella

Under current New York State public health laws, if you were born on January 1, 1957, or later you must show proof of immunity against measles, mumps, and rubella prior to your first registration. Without that proof, you may register for no more than 5.9 credits in any semester. There are no exceptions to this state policy. You must bring proof of immunization to the Student Health Center, Room 118, Building T-3. Acceptable documents include immunization cards from your childhood, immunization records from high school or other school attended, or records from a doctor or clinic. If you cannot produce proof of immunity, you must be re-immunized, or you must undergo a blood test (titer test) to show immunity to all three diseases. Immunization is available at no charge from the Student Health Center. Call (718) 960-8900 for details. The Meningitis Response Form can be completed in one of the following ways:

- Access to Lehman College Website at www.lehman.cuny.edu. From there you can click on eSIMS and follow the instructions after you log in. Completing the form through eSIMS will lift the stop automatically.
- You can also access the Student Health Center Website on the Admissions and Student Services menu, again from the Lehman College Website. If you choose this option, you must then print the form, complete it, and fax the completed form to the Student Health Center 718-960-8909.
- On campus you can process the Meningitis Response form at the Student Health Center, T-3 Building, Room 118, 718-960-8900

Meningitis

Effective August 2003, all students, regardless of their date of birth, are required ***within the first 30 days of classes*** to read information about meningococcal meningitis disease and its vaccination and to complete a Meningitis Response Form. Meningitis vaccination is optional and is not offered at the Student Health Center.

APPEALS

Appeals at Lehman College fall into two types. 1) A general appeal is submitted to the Office of

Graduate Studies and applies to any of the college-wide Academic Policies and Procedures as outlined here or in the Graduate Bulletin. 2) A grade appeal is lodged with the academic department when a student chooses to challenge a grade received in a particular course.

General Appeals

For a waiver of any of the college's policies and procedures pertaining to graduate study, A student may petition the Office of Graduate Studies. Appeals are granted only for compelling reasons. To launch an appeal students must submit a completed appeal form, available from the Office of Graduate Studies, including a complete explanation of the issues involved, and any relevant supporting documents may include birth certificates, death certificates, letters from physicians, letters of support from faculty, and any documents that bear upon the case in question.

Guidelines for Filing a General Appeal

1. Complete and submit the Appeals Form available from the office of Graduate Studies (Shuster Hall, Room 275). Be sure to explain fully your reasons for making an appeal and give all information that supports your case. General Appeals are submitted to the Office of Graduate Studies.
2. Submit all documentation. Appeals are not complete until supporting documents have been received in the Office of Graduate Studies.
3. Await the decision of the committee that hears graduate appeals. The committee's decision is final.

Academic Grade Appeals

A graduate student dissatisfied with a grade received in a course should first discuss the situation with the instructor who assigned the grade. If the student is still not satisfied that the grade is fair, he/she should then consult the graduate program adviser for the department in which the course was offered. The graduate program adviser will then attempt to resolve the disagreement. If the student is still dissatisfied, or if the program adviser was the instructor who assigned the grade originally, the student should appeal in writing to the department chair. If the chair is the instructor of the course in question, the senior member of the department Personnel and Budget Committee will act for the chair.

The chair will appoint a Graduate Grade Appeal Committee consisting of three faculty members from the department, all of whom have taught graduate courses. The graduate program adviser may not serve on this committee. The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change. The chair will notify the student, the instructor, and the Office of Graduate Studies of the committee's decision. If the committee recommends a grade change, the chair will forward that

recommendation with the decision. Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be change after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

Guidelines for Filing a Grade Appeal

If you wish to challenge a grade:

1. Consult the instructor who assigned the grade to attempt to resolve the situation. You must do this no later than the semester following the semester in which the grade was assigned. If resolution is impossible, and if you still dissatisfied with your grade.
2. Consult your program adviser (or the department chair, see above) who will attempt to resolve the situation. If you are still dissatisfied with your grade.
3. Appeal in writing to the chair of your department (or the senior member of your department's Personnel and Budget Committee, see above), submitting any and all documents that support your case.
4. The decision of the Graduate Appeal Committee (described above) is final.

ACADEMIC INTEGRITY

Academic dishonesty is a serious violation of the accepted values of Lehman College. The most common, but not the only, forms of academic dishonesty are plagiarism, intended or unintended, and cheating on examination. If your academic integrity is called into question, you have the right to due process, and all of the relevant procedures are outlined under "Academic Integrity" in the current Graduate Bulletin and as follows. You have the right to appeal any penalty levied by the academic department involved to the Graduate Studies Committee.

Academic Integrity:

The most common but not the only forms of academic dishonesty are cheating on examinations and plagiarism, which is the appropriation of the words or ideas of another person, whether taken from print or electronic media, which are then passed off as one's own. When academic dishonesty is suspected, the instructor will inform the student of his suspicions and the student's rights to:

Receive any charges in writing;

Remain silent without assumption of guilt;

- Receive from the instructor a copy of the Academic Integrity Statement; and
- Be advised of the instructor's intended sanction. The instructor and student may resolve the situation, either by agreeing that the suspicions are unfounded or agreeing upon a sanction. Any sanction agreed upon at this point must be reported, together with the charges, to the department chair and to the Office of Graduate Studies. The instructor must report these facts in writing. If no agreement is reached between the student and the instructor, the instructor must report in writing his intended sanction to the department chair and to the student as soon as possible. Then:

- ❑ The student may appeal in writing to the department chair within three weeks of receiving notice of the intended sanction. If the chair is the instructor in question, the senior member of the department's Personnel and Budget Committee will act for the chair.
- ❑ The chair will appoint a committee of three Lehman faculty members from his/her department to adjudicate the matter within three weeks by majority vote.
- ❑ The Committee will send a written notification of its decision to the department chair, the student, the instructor, and the Office of Academic Standards and Evaluation/Graduate Studies.
- ❑ Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the department decision in writing to the Senate Committee on Graduate Studies. The decision of this committee is final. No further appeals are permitted. The committee will notify the department chair, the student, the instructor, and the Office of Graduate Studies of its decision. If any part of the three-week period falls outside the regular semester, the first three weeks of the next regular semester shall apply.
- ❑ The Office of Graduate Studies will keep all records of such proceedings on file until the student's graduation, at which time the records will be destroyed. If the charge of academic dishonesty is upheld, disciplinary penalties may be recommended by the Vice President of Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees' Bylaws (Article 15.3). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to: 1) suspension from the College or 2) expulsion from the College.

APA WRITING STYLE

All students and faculty are expected to follow the writing style of the most recent edition of *Publication Manual of the American Psychological Association*, as is done in all counseling journals and major counseling publications. There are various resources available to students needing help with APA style. In addition to publishing the *Manual*, the American Psychological Association has on-line references (<http://www.apastyle.org> and <http://www.apastyletips.html>) and a software program called *APA-Style Helper 5.0*. Another web-based resource can be found at <http://www.docstyles.com/apacrib.htm>. Help is available from the staff in the Lehman library and through the Lehman Instructional Services Support/Tutoring Program which is located in the Old Gym Building, Rm. 205. The office is directed by Ms. Althea Forde (718-960-8175). This program offers help in all writing issues in addition to APA style assistance. Students are encouraged to make early and regular appointments AND identify yourself as a graduate student. Students need to ensure that all writing done in the program avoids plagiarism, i.e., the use of others' words or work without giving them credit (see <http://www.fas.harvard.edu/~expos/sources/>). Using APA style, students must cite all references both in the text in their papers and in reference lists at the end of each paper. Failure to cite references properly in text or in reference lists is a serious violation of academic standards at Lehman College, as indicated in the Lehman College bulletin, and may result in failure and/or expulsion. See Academic Integrity above.

CAMPUS SERVICES AND FACILITIES

Academic Computer Center: See Information Technology Center.

Admission Services: The Graduate Admissions Office is in Shuster hall, Room 150 and can be reached by calling 718-960-8702. Consult the Graduate Bulletin for information about applications and admissions requirements.

APEX: The APEX, the Athletics and Physical Education Complex at Lehman College, is a state-of-the-art facility for serious athletes and recreational users alike. The APEX is free of charge to all currently registered students (except students participating in the Continuing Education Program). In fact, all Lehman College students, staff, faculty, alumni and family members with valid and current College ID cards are eligible to become members with of the facility. In addition, memberships are available, for a fee, to Bronx area institutions and community groups, Lehman College business partnerships, and the general public. Inexpensive guest passes are also available. For further information about membership rates and application procedures, hours, and schedule activities, call 718-960-6106. The APEX features a fully equipped, 3600 sq. ft. fitness center, an extensive free weight room supervised by an exercise physiologist, an auxiliary gym, an Olympics-size swimming pool, four racquetball courts, a two-lane ¼ mile indoor track, an aerobics/dance studio, a ballet studio for teaching and performances, and five outdoor tennis courts.

Art Gallery: The Lehman College Art Gallery, located in the Fine Arts Building, offers to the Lehman community and the general public a lively schedule of exhibitions and special programs, gallery talks, lectures, film and video showings. Exhibitions range from one-person shows by major innovators, such as Christo and Andy Warhol, to surveys honoring both emerging and established Bronx artists as well as explorations of significant themes.

For more information about current and upcoming exhibitions, opening hours, or about becoming a volunteer docent, call 718-960-8731

Bookstore: The Bookstore is located in a separate building between Davis and Carman Hall. It provides required, faculty-chosen textbooks and related course materials. For information and opening hours, call 718-295-0800

Bursar: The Office of the Bursar handles payment of all tuition and non instructional fees (e.g., late registration, program changes, transcripts, duplicate bursar's receipts, ID cards). The Lehman College Bursar's Office is located in the basement of Shuster Hall, Room 031 and can be reached at 718-960-8573.

Cafeteria: The Lehman College student cafeteria, operated by a concessionaire, is located on the lower level of the Music Building. The cafeteria offers food and catering services to the Lehman College Community. Hot and cold dishes are available Monday through Thursday from 7:30 am to 7:00 pm, and Friday from 7:30 am to 2:00 pm.

Another cafeteria is located in Carman hall South Plaza. Flavored coffees, teas, cocoas and dessert items are served, and a limited variety of food, drink and snack items are available in vending machines.

Hours vary when classes are not in session and hours are restricted during summer semesters. Current schedules may be obtained by calling 718-960-8187 or 718-960-1175

Campus Information services: The primary function of Campus Information Services (C.I.S.), of the Division of Student Affairs, is to provide information to members of the College community and to campus visitors about the College and about events occurring on campus. C.I.S cooperates with various departments and offices in providing services to the College community (e.g., registration, commencement, basic skills testing and public safety). For information you may visit Shuster Hall, Room 176 or call 718-960-1100.

Career Service Center: The Career Services Center, in Shuster Hall, Room 254, provides students with information about employment opportunities, internships, scholarships, and fellowships. Students have access to computerized job listings which are updated regularly.

In addition to individual career advising, the Center offers workshops on resume writing, interviewing skill, and job search techniques.

The Career Services Center sponsors career fairs and on-campus recruitment. The Center has its own library of career-related publications and issues a monthly newsletter. For more information, call 718-960-8366.

Child Care Center: The Lehman College Child Care Center is located on the first floor of the T-3 Building in the northeast corner of the campus. It has two spacious classrooms and a well-designed, enclosed outdoor play area. The center is licensed by the New York City Department of Health, Bureau of Day Care, and is accredited by the National Academy of Early Childhood Programs. Daytime services are provided to 3- and 4-year-old children; evening programs for 5- to 8 year-old children are available to parents taking evening classes at Lehman College. The Center also offers summer programs. Enrollment is based upon dated applications and waiting lists.

For further information about the center, including current fees for full-time and part-time childcare or the Afternoon Child Care Program for Preschoolers, interested students should call 718-960-8746.

Computer Center: See Information Technology Center.

Counseling Center: Individual counseling services and group workshops are available to all graduate students. Professional counselors offer confidential assistance with personal problems and related academic issues. The Counseling Center is located in the Old Gym Building, Room 114 and day or evening appointments can be scheduled in person or by telephone at 718-960-8761. For more information contact Dr. Anecy Baez, the Counseling Center Director, at 718-960-6739 or email:

ccenter@lehman.cuny.edu.

CUNY + : Library materials are catalogued in CUNY +, the computerized catalogue of book, journal, and video holding of the libraries of the City University of New York. CUNY + holds many advantages over the old fashioned card catalogue. User-friendly terminals throughout the library allow you to check whether a particular item is part of Lehman’s collection, and its circulation status—in other words, if it is a reference work, on reserve, or available to be checked out. The database also lets you know if the work is available from other CUNY libraries. CUNY graduate students may borrow books from all CUNY college.

Disabled Student Services: See Special Student Services, Office of.

Emergency: Make a mental note of where Public Safety stations are located. Do not hesitate to contact Public Safety if you see or suspect you are seeing a suspicious or emergency situation. Public Safety must be notified of all emergencies on campus, including those situations that normally require a call to 911; Public Safety is responsible for guiding emergency personnel (i.e., firefighters, ambulance attendants, police officers) to they are needed. Public Safety is located at Gate 10.

The emergency number for Public Safety is 718-960-7777. They can be reached from any Lehman office telephone simply by dialing 7777. Persons hard of hearing should use the central TTY number: 800-662-1220.

Financial Aid: There are three types of financial aid: **grant**(money that does not have to be repaid); **loans** (money that must be paid back with interest); and **work-study** (money that you earn from an on-campus job obtained through a Financial Aid Office referral). The financial aid programs offered at Lehman include the Tuition Assistance Program (TAP), Federal Work Study (FWS), and the Perkins Loan. The William D. Ford Federal Direct Loan Program offers subsidized and unsubsidized loans as well as tuition deferments. These programs are under the auspices of the federal and state governments, and are available to students who require financial assistance and who meet the specified criteria and qualifications. For applications, call or visit the Office of Financial Aid in Shuster Hall, Room 136. The telephone number is 718-960-8545, or e-mail it to aidlc@cunyvm.cuny.edu. A particularly good way to obtain information about Financial Aid is through the Lehman College Web site (www.lehman.cuny.edu). Choose “Administration” then “Financial Aid,” and than “links.”

Graduate Studies, Office of: The Office of Graduate Studies oversees most of the policies and procedures outlined in this Handbook and in the Graduate Bulletin. Among the common and important matters that concern the Office are: coordination of academic advising, approval of excess credit loads, transfer of credit, general appeals, and academic probation. Graduate students wishing to take undergraduate courses must get the permission of the Graduate Studies Adviser in order to register for them. The Graduate Studies Office is where you will go to access forms and approvals for such things as permission to withdraw from a course or to have a stop removed from your registration. The Director of Graduate Studies is Dr. Robert Bradley, telephone 718 960 – 8448. The

Counselor Education Program Coordinator will work with you and Dr. Bradley when needed in order to prepare the appropriate forms and keep track of important information regarding your coursework and credits toward graduation. . The Office of Graduate is located in Shuster Hall, Room 275. The telephone number is 718-960-8972.

Information Technology Center: The Information Technology Center is located on the east and west sides of Carman Hall Plaza. The Center contains an open lab for students with 108 computers, a faculty lab, network servers, conference and screening rooms, and computer classrooms, nine of which have distance learning capacity. Through the “Cornweb” system, faculty members can also transmit images from any monitor or video source to classroom monitors. The center is open to all students with a valid Lehman College identification card, which must be displayed when they enter. Some computer systems require special accounts. Such accounts are generally given by instructors of courses requiring the use of such systems for research assignments. The Help Desk (phone 718-960-1111) located near the entrance of the Center is the first point of contact if you seek information and assistance. It also offers a documentation library which provides reference material on the various systems and software available to students. The hours of the Center vary at different times of the year. For information about hours or to contact the Information Technology Center, call 718-960-7333.

International Students: For information or appointments, international students should contact the International Student Certification Office located in Shuster Hall, Room 210. Call 718-960-7274.

Library: The Lehman College Library is housed in a modern four-story building equipped with a fully automated CUNY – wide book catalogue and circulation system, periodical indexes, a CD-Room LAN, electronic full-text databases, and Internet Access. The open stacks book collection of 530,000 volumes is supplemented by 500,000 microforms. The Library subscribes to 1,500 periodicals and is a designated depository for state and federal documents. The Library maintains a collection of sufficient size and currency to meet the demands of class assignments and preparation for examinations on the undergraduate and graduate levels.

The fine Arts Room contains holdings in music, dance, architecture, and art. An extensive collection of records, audiotapes, and videotapes can be studied and enjoyed carrels equipped with headphones and video monitors. There are six Internet workstations for student use.

The Education Room contains K-12 curriculum materials and an ERIC microfiche collection. Of special interest to elementary education students and parents of School-age children is a collection of children’s books.

The Library maintains general and specialized Reference collections, a Reserve collection, which includes selected current textbooks, a Periodicals Room, classrooms equipped with CVRs and computer equipment, and a Bronx History Archive. PGs with word-processing software and e-mail access will be available soon.

Reference librarians and student tutors are available to assist students during library hours. Librarians are available to assist students with CUNY+ and all other research tools available at the library. Specialized instruction is given in the use of Lexis/Nexis, Westlaw, and the internet. The Library can seat 1,200 people and attractive lounge areas are scattered throughout the building. Please call 718-960-7766 for Library hours. (See also CUNY+)

Parking: Parking for students who have valid parking stickers is available in the North Parking Lot. You can purchase a parking sticker in the Campus Activities Office (S-080) when you present 1) proof that you are registered at the College, 2) your car registration, and 3) your vehicle insurance. After 5:15 pm and on weekends, students may also use the Faculty Parking Lot (south lot only).

Performing Arts Center: The Lehman Center for the Performing Art is a modern, spacious, and beautifully designed performing arts and entertainment complex for music, dance, theater, and opera performances, as well as for film presentations. The Center serves both the Lehman College community and the general public. Facilities include a 2,300-seat Studio Theatre. Both theaters are used for student productions as well as for professional performances. The adjacent Music Building houses a 150-seat Recital Hall used by the Music Department to present exciting and culturally diverse performances. As an enrolled Lehman College student, you can enjoy many of these events free or at a nominal charge. Check “What’s New” on the Lehman website or call the Concert Hall Box Office at 718-960-8833 for up to date information.

Public Safety: Can be contacted at 718-960-7777 – or simply dial 7777 from any Lehman office telephone. Persons who are hard of hearing can contact Public Safety through the Central TTY number 800-662-1220. See also Emergency.

Registrar, Office of the: This office implements and maintains College policies regarding registration, course offerings, attendance certification, course withdrawals, grading and grade reports, transcripts, and graduation requirements. Phone: 718-960-8255.

Special Student Services, Office of: The Office of Special Student Services offers services to students with disabilities. Services include, but are not limited to: individual test administration; early registration or assistance during registration; counseling; tutoring/note-taking; advocacy; provision of technical equipment; and referral to outside agencies. Students must provide documentation of their disabilities in order to obtain services that are most appropriate for them. The Office is located in Shuster Hall, Room 238. Call 718-960-8441 or 718-960-8931.

Student Health Center: The Student Health Center, located in the T-3 Building, Room 118, offers a limited range of health services. It is supported by the student activity fee. There is no charge for most of the services provided. For more information and appointments, call 718-960-8900. Fax: 718-960-8909.

Veterans’ Services: Veterans who wish to apply for educational benefits should obtain the appropriate applications and documentation from the Veterans Administration. The Office of the

Registrar, Shuster hall, room 114, will provide certification of registration and progress for veterans.
The telephone number is 718-960-8613.